REPORT WRITING SUMMARY

PROCESS	FOCUS COMMANDS
COMMENT STATEMENT	-*informational text
CREATING NEW FIELDS	**DEFINE** FILE CSEMPL ADD / DEFINE FILE CSPMTS ADD / DEFINE FILE CSLAS ADD/ DEFINE FILE THLAS ADD **NEW FIELDNAME/FORMAT** = DECODE FIELDNAME (VALUE NEWVALUE VALUE NEWVALUE ELSE DEFAULT VALUE); END
BEGINNING REPORT	TABLE FILE CSEMPL / TABLE FILE CSPMTS / TABLE FILE CSLAS / TABLE FILE THLAS / TABLE FILE POSITION
HEADINGS	HEADING [CENTER] **"TEXT </n"**
VERBS	PRINT / SUM / COUNT FIELDNAME [AS 'NEW COLUMN TITLE'] FIELDNAME [AS 'NEW,COLUMN,TITLE'] FIELDNAME/NEW FORMAT [AS 'NEW COLUMN TITLE']
SORT	BY FIELDNAME AS 'NEW COLUMN TITLE' [SUBTOTAL] BY FIELDNAME AS 'NEW,COLUMN,TITLE' BY HIGHEST FIELDNAME
SELECTING RECORDS	WHERE FIELDNAME OPERATOR VALUE [OR VALUE] WHERE (FIELDNAME OPERATOR VALUE) OR (FIELDNAME OPERATOR VALUE) OPERATORS: IS, IS-NOT, IS-LESS-THAN, EXCEEDS, GE, LE IS-FROM VALUE TO VALUE, NOT-FROM VALUE TO VALUE
TESTING	WHERE **RECORDLIMIT** IS n
TOTALING	ON TABLE **COLUMN-TOTAL ROW-TOTAL**
FOOTINGS	FOOTING [CENTER] [BOTTOM] **"</n TEXT"**
ENDING REPORT	END
BATCH ERROR MESSAGES	**-INCLUDE SETCOND**

NOTE: Bolded words are described further on the reverse.
     [   ] Brackets indicate optional syntax.

COMMAND	DEFINITION
COLUMN-TOTAL	Generates a column total for all numeric fields in the verb line.
COMMENT STATEMENT	Informational text stored in a library procedure. The first 49 characters on the first line of the procedure will display as a description on the FOCEXEC PROCESSING PANEL.
DEFINE	Creates temporary fields using existing values from fields in the data base. Defines are executed before the table request.
FORMAT	The type, length, and edit option(s) for the values of the new field.
NEW FIELDNAME	Name given to the newly created defined field. Can be up to 66 characters. Can include letters, numbers and underscores and should begin with a letter.
RECORDLIMIT	Limits the number of records retrieved; used to test a report.
ROW-TOTAL	Generates a row total (across the page) for all numeric fields requested in the verb line.
SELECTING RECORDS	Retrieves data based on selection criteria specified in one or more WHERE phrases.
SORT	Organizes report lines vertically by the requested field(s). Only one fieldname can follow a sort. HIGHEST reverses the default sorting order.
TEXT	Verbiage supplied by the report writer for a HEADING or FOOTING. Text must be enclosed in double quotes. Each line of text may contain up to 130 characters (including the double quotes). </n is used to skip lines.
VERBS	Specifies how data will be displayed on a report: PRINT -- displays data SUM -- adds numeric data COUNT -- counts the number of occurrences.
-INCLUDE SETCOND	Prints error messages, if any, when processing procedures using the batch function.